

INSTRUCTIONS FOR FEDERAL FINANCIAL REPORT (FFR) AND CARRYOVER REQUIREMENTS

1. FEDERAL FINANCIAL REPORTING REQUIREMENTS

This is a **reminder** that your organization's annual [Federal Financial Report \(SF-425\)](#) is due to the Division of Grants Management (DGM) **no later than 90 days after the end of the budget period**. Per the Terms and Conditions of Award and the HHS Grants Policy Statement, a Federal Financial Report (FFR) is required to be submitted within 90 days for each 12 month budget period.

INSTRUCTIONS

- Include the official grant number in Box 2 of the FFR and on the subject line of the email.
- Annual FFRs **must** be submitted to the applicable email:


CMHS Grants (e.g., SM-12345-01):
CSAT Grants (e.g., TI-12345-01):
CSAP Grants (e.g., SP-12345-01):

CMHSFFR@samhsa.hhs.gov
CSATFFR@samhsa.hhs.gov
CSAPFFR@samhsa.hhs.gov

- FFR Due Dates

Budget Period End Date	FFR Due Date
June 30	October 31 (extended from September 30)
July 31	October 31
August 31	November 30
September 29	December 30

- Timely submission of accurate FFRs is a requirement of award. *Failure to comply with this reporting requirement may result in the restriction of your Division of Payment Management account, delay of funds or denial of future funding.*
- If your organization is considering carrying forward unobligated balances of Federal funds to the subsequent budget period, please refer to part 2 of this letter.

 Additional guidance to complete the FFR can be found: <http://www.samhsa.gov/grants/grants-management/reporting-requirements>

2. CARRYOVER REQUIREMENTS

(Recipients may either indicate Intent to Carryover or request a Formal Carryover, **but cannot request both**)

INTENT TO CARRYOVER - EXPANDED AUTHORITY

Your organization may exercise its expanded authority to carryover unobligated balances of Federal funds to the subsequent budget period when the SAMHSA grant is 1) not classified as high-risk, and 2) the request for the amount to carryover is up to 10% of the total federal share of the current budget period (the year in which you will need the funds).

If the carryover request meets the expanded authority requirements described above, your organization may carryover the unobligated balance of funds for the budget period reported in the FFR to the current budget period without prior approval from the SAMHSA Grants Management Officer.

INSTRUCTIONS

- Your intent must clearly be identified in Box 12 - Remarks of the annual FFR, the intent to carryover funds along with the dollar amount to be carried over. ***Failure to comply with this information may result in the restriction of your Division of Payment Management account, delay of funds or denial of future funding.***

FORMAL CARRYOVER - PRIOR APPROVAL REQUESTS

Recipients that do not meet the expanded authority requirements identified above, must submit a formal carryover request to SAMHSA. INTENT does not apply to grants that are classified as High-Risk. A Formal Carryover Request **must** be submitted.

REQUEST (>10%): Submit with FFR or no later than the due dates reflected in the table below:

Budget Period End Date	Annual FFR Due Date	Formal Carryover Request Due Date
June 30	October 31 (extended from September 30)	October 31 (extended from September 30)
July 31	October 31	October 31
August 31	November 30	December 30
September 29	December 30	December 30

- Carryover requests for prior approval greater than **10%** of the Total Federal Share must be submitted electronic via email (required) to the following applicable resource email box:

- ❖ CMHS Grants (e.g., SM-12345-01): CMHSFFR@samhsa.hhs.gov
- ❖ CSAT Grants (e.g., TI-12345-01): CSATFFR@samhsa.hhs.gov
- ❖ CSAP Grants (e.g., SP-12345-01): CSAPFFR@samhsa.hhs.gov

- Recipients should include the official grant number on all submissions and include in the subject line in the email.



Additional guidance to complete a formal Carryover Request is available at:
<http://www.samhsa.gov/grants/grants-management/post-award-changes/carryover-requests>

Incomplete requests, or requests not submitted by the due date identified in the table above, may not be granted. Submitting a Prior Approval Request for Carryover does not guarantee approval. Approval or denial is determined at SAMHSA's discretion.

If you need further assistance regarding the above request, please contact the Grants Management Specialist listed on your Notice of Award.

Sincerely,

Roger George

Grants Management Officer
Division of Grants Management